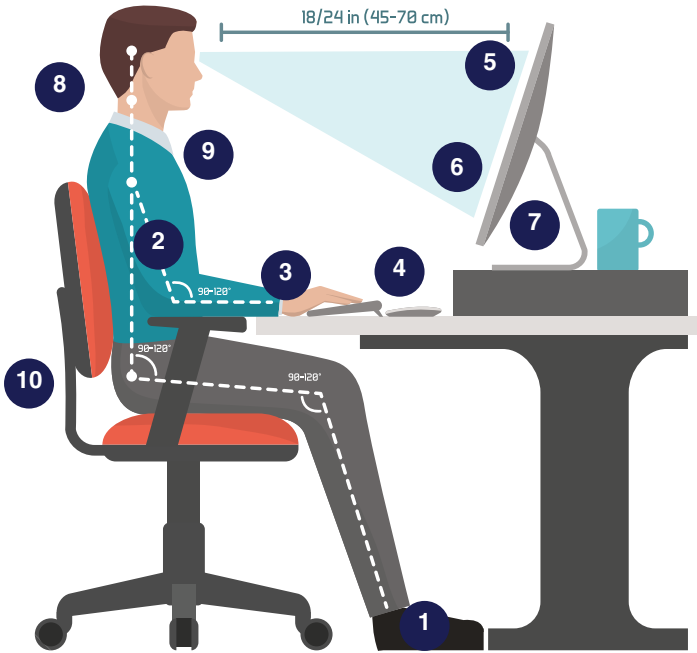
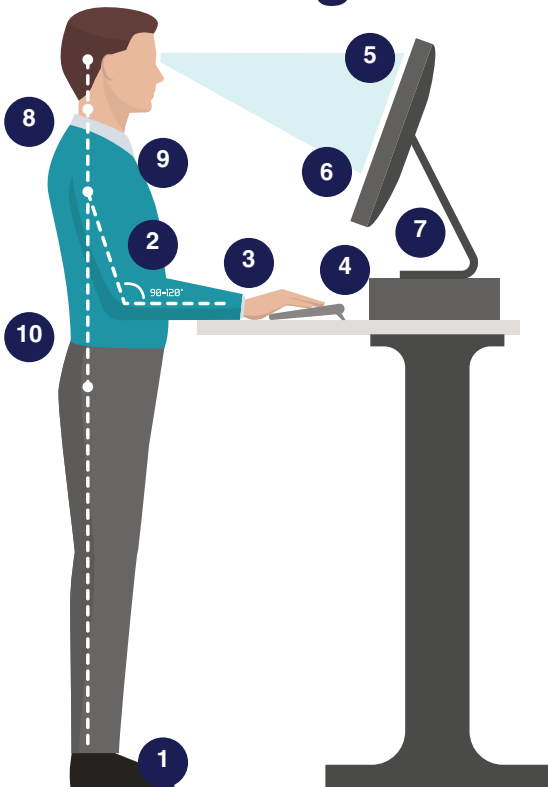


Ergonomic Tips - Seated



- 1 Rest feet flat on the floor.
- 2 Arms & elbows close to the body.
- 3 Wrists are flat and straight.
- 4 Monitor & keyboard centered in front of you.
- 5 Top of monitor below eye level.
- 6 Monitor at arm's length away.
- 7 Documents in line with keyboard.
- 8 Move around and change postures.
- 9 Work in a relaxed position.
- 10 Stretch frequently.

Ergonomic Tips - Standing



- 1 Stand straight, keeping even balance / pressure on both feet.
- 2 Arms & elbows close to the body.
- 3 Wrists are flat and straight.
- 4 Monitor & keyboard centered in front of you.
- 5 Top of monitor below eye level.
- 6 Monitor at arm's length away.
- 7 Documents in line with keyboard.
- 8 Move around and change postures.
- 9 Work in a relaxed position.
- 10 Stretch frequently.